



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

100 Lagoon Complex · Suite 4
St. Croix · U. S. Virgin Islands · 00840
Telephone (340) 772-4432 · Fax (340) 772-4002
www.vihfa.gov

REQUEST FOR PROPOSALS

for

MULTI-FAMILY RESIDENTIAL COMMUNITIES PROPERTY MANAGEMENT SERVICES

ADDENDUM I

RFP 016-2022-STX

Issue date:

October 25, 2022

Submittal deadline:

November 4, 2022

Contact person:

Afisha M. Hillocks
Procurement/Contract Officer
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(340) 772-4432 ext. 3233
www.vihfa.gov/procurement/solicitation



Unlocking the Door to Affordable Housing

“CONFIDENTIAL SUBMISSION”

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

RFP 016-2022-STX REQUEST FOR PROPOSALS MULTI-FAMILY RESIDENTIAL COMMUNITIES PROPERTY MANAGEMENT SERVICES **ADDENDUM I**

This addendum is issued to modify the previously issued RFP document and/or given for informational purposes and is hereby made a part of the RFP document. The Respondent must acknowledge the receipt of any and all addenda by completing RFP Cover Letter, Enclosure Document A. The following sections are hereby amended/added:

12.0 REQUEST FOR PROPOSAL SCHEDULE

The deadlines associated with this RFP are further outlined:

RFP SCHEDULE	DATE	TIME
RFP Issue date	October 7, 2022	
Pre-proposal Conference	October 13, 2022	10:00 AM
Final date to submit written questions	October 19, 2022	
RFP Submittal Deadline	November 4, 2022	4:00 PM

The VIHFA reserves the right to change the RFP schedule by issuing an Addendum at any time.

15.0 DELIVERY OF PROPOSAL PACKAGE

All responses to this RFP are to be submitted no later than **4:00 p.m.** AST on **November 4, 2022**. The VIHFA will **not** consider fax submission of a proposal. Proposal Package must be emailed to **procurement@vihfa.gov**.

The email subject line must be clearly marked “**PROPERTY MANAGEMENT SERVICES**”. The VIHFA will not consider fax submission of a proposal or email submissions received after the deadline and submissions submitted to the wrong email address.

Failure to clearly mark each proposal package with this information may cause the VIHFA to inadvertently open the proposals before official closing date and time. The VIHFA will log all received proposals with the date and time of receipt. Proposals received after the deadline will be considered **LATE** and will **not** be opened or considered.



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